



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 10-51**

**14 October 2010**

**California Army National Guard Technician Funding Guidance  
Army Federal Technician Performance and Time Off Awards**

1. The following funding guidance is provided regarding the use of awards for Army funded technicians:

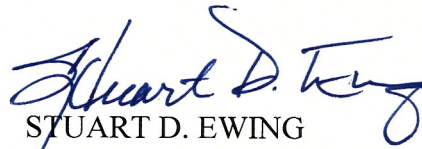
a. The Directorate for Human Resources will now accept Irregular Performance Pay (IPP) award recommendations for qualified and deserving General Schedule (GS) technicians for the last performance cycle ending 30 June 2010. To be eligible for an IPP, the GS technician's overall performance must have been rated Level 5 (Outstanding) on the qualifying NG Form 430. The minimum period of high quality performance for this award is six (6) months in the same job and grade level. A GS employee may not receive more than one (1) IPP in any 52 week period. The Code of Federal Regulations excludes Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS) employees from IPP eligibility.

b. The Directorate for Human Resources continues to accept Time Off Awards (TOA) for qualified technicians. A single TOA is 8 hours minimum up to a maximum of 40 hours. No more than a total of 80 hours of time off may be granted in any 12 month period.

c. Due to continued technician budget restrictions, Sustained Superior Performance (SSP), Special Act or Service Award (SASA), and On the Spot (OTS) award recommendations are not being processed by the Directorate for Human Resources and will be returned without action.

2. Technicians' immediate supervisors are responsible for initiating nominations using a Standard Form 52 (SF-52) and must contain justification that warrants the award in Part D, "Remarks", or by a separate memorandum. No award may be recommended in conjunction with another award for the same act, achievement, event or service. Award recommendations for the same act, achievement, event, or service will be returned without action.

3. If you have any questions or need assistance, please contact MSgt April Mosher, Human Resources Specialist, at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at: [april.mosher@us.army.mil](mailto:april.mosher@us.army.mil).

  
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